

## **STARS TEAM ASSISTANT - LEVEL II**

### **DEFINITION**

Under direct supervision of the STARS site supervisor, to perform varied reinforcement to support school day curriculum and enrichment to include presented lessons and other non-teaching tasks; to assist in the conduct of After School Program work, student activities, recreational activities, and routine clerical work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced level class. Positions are usually part-time involving hourly working schedules on school days only, and are subject to special Federal or State funding. Additionally, incumbents may not give out any personal information to any person other than STARS employees, site level teachers, administrator, or authorized District staff member. Incumbents will engage in enrichment lessons with pupils to reinforce lessons initiated by the school day teachers. Proven knowledge of, and experience with, categorical programs distinguish this advanced level from the entry level.

### **QUALIFICATIONS**

- High School Diploma or equivalent, courses in psychology, sociology, recreation, or related fields are preferable, but not required.
- A.A. degree, 48 units beyond the high school diploma, or successful completion of the District Instructional Assistant Proficiency Test in reading, math, and writing per the federal No Child Left Behind Act.
- A minimum of two years experience in K-12 school settings; or two years of related experience in recreation or youth development.
- CPR/First Aid certification.
- TB test clearance.
- Department of Justice Background clearance.
- Valid California Driver's License.
- Knowledge of educational computer applications; knowledge of operating systems, word processing, Internet, and spreadsheets currently in use in the district, and multi-media technology.
- Ability to supervise and manage students in a positive environment appropriate to their social /emotional/educational needs.
- Relate and communicate effectively with students, staff, and parents with a wide variety of personalities and situations requiring tact, judgment, and poise.
- Compliance with basic categorical program requirements.

### **ESSENTIAL FUNCTIONS**

- Organize and prepare materials for STARS After School Program, including snack preparation, serving and snack records meeting CACFP requirements as well as the daily program's group activities.
- Assist groups of students with homework assignments, enrichment activities such as arts and crafts, games, and routine studies directed by and under the supervision of a STARS site supervisor.
- Supervise students in the computer lab using district approved websites and computer programs.
- Facilitate and participate with pupils in physical games and activities, such as SPARK (Sports, Play and Active Recreation for Kids).
- Assist STARS site supervisor in required paperwork and record keeping activities.
- Operate audio visual equipment.
- Prepare special demonstration or visual materials.
- On occasion, at STARS site supervisor request, directs STARS Team Assistant-Level I.
- On occasion, may substitute as site supervisor, facilitating the STARS After School Program, for limited periods of time.
- Perform additional related duties, as required.

### **ABILITIES**

Understand and carry out written and oral instructions, adhere to safe work practices, work with attention to detail, work independently and with minimal supervision, maintain confidentiality of student records, adjust to flexible assignments often with short notice, make common sense decisions in potentially critical situations, read/interpret/apply rules and regulations.

**Significant Physical Abilities:** Lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, manual dexterity to operate a telephone and enter data into a computer, ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time, see and read printed matter, with or without visual aids, computer screens and printouts, hear and understand speech at normal room levels, on the telephone, speak in audible tones so that others may understand clearly in normal conversations, correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.